

Approved For Release 2005/08/16 : CIA-RDP70-00211R000500110019-3

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY		MONTH	
		MAY 1963	
ACCESSIONING, DISPOSITION, HOLDINGS			
ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	52	749	
2. RECORDS ACCESSIONED	457	6,708	96,801
3. RECORDS DISPOSED OF AT CENTER	55	2,017	16,862
4. RECORDS TRANSFERRED FROM CENTER	557	2,217	25,815
5. RECORDS HOLDINGS	54,124		
6. INTELLIGENCE REPORTS RECEIVED	248	3,315	51,443
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	223	4,498	20,919
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	81	909	12,102
9. INTELLIGENCE REPORTS HOLDINGS	18,422		
10. VITAL RECORDS RECEIVED	203	1,618	12,826
11. VITAL RECORDS DISPOSED OF AT CENTER	24	570	2,497
12. VITAL RECORDS TRANSFERRED FROM CENTER	28	411	1,064
13. VITAL RECORDS HOLDINGS	9,265		
14. ARCHIVES ACCESSIONED	69	1,142	2,822
15. ARCHIVES DISPOSED OF AT CENTER	0	8	8
16. ARCHIVES TRANSFERRED FROM CENTER	0	1	21
17. ARCHIVES HOLDINGS	2,793		
18. TOTAL HOLDINGS	* 84,604		
REFERENCE SERVICES			
SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	5,144	46,664	583,735
20. INFORMATIONAL REQUESTS	392	5,662	22,226
21. ARCHIVAL DOCS.	104	366	
22. INTELLIGENCE REPORTS	4,976	51,171	
23. VITAL RECORDS	117	3,499	
24. TOTAL	10,728	107,362	
25. NO. OF PAGES REPRODUCED	266	2,019	
ITEMS RECEIVED			
ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	77,734	799,385	
A. INITIAL RECEIPT	75,491	763,600	
B. RETURNS	2,243	35,785	
27. ARCHIVAL DOCS.	458	3,254	
28. VITAL RECORDS	2,191	30,832	
29. TOTAL	80,383	833,471	
SHELVING UTILIZATION			
SPACE (Cubic feet)	REPORTING PERIOD		
30. TOTAL CAPACITY	97,880		
31. UTILIZED	81,640		
32. COMMITTED			
33. AVAILABLE	16,240		

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NARRATIVE SUPPLEMENT TO THE
CIA ARCHIVES & RECORDS CENTER
MONTHLY STATISTICAL SUMMARY FOR MAY 1965

1. The total accessions for May amounted to 977 cubic feet of records from various Headquarters components.
2. Disposition action was taken on 968 cubic feet.
3. The net increase to the total holdings is only 9 cubic feet for the month. The total holdings now amounts to 84,604 cubic feet, of which there are 2,964 cubic feet in the Region #3 Federal Records Center.
4. There were 10,728 Reference items furnished to various requestors at Headquarters and in other Federal Agencies.

5. Visitors:

RID	2	Review Emergency Facilities
OCR	4	Briefing and Tour
OL	3	Briefing and Tour
OP	1	Work on Inactive Records
RID	1	Deposit Vital Records
IG	1	Briefing and Tour
EE	2	Update Vital Records
RID	3	Review OSS Records

25X1 6. [redacted] attended the Spring Symposium on Forms Management, "Formarama", at the Washington Hotel, May 24-26. The Symposium was co-sponsored by Forms Management Council and National Archives and Records Center.

25X1 7. [redacted] were given a conducted tour of Region #3 Federal Records Center

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